



## CLARK COUNTY

Department of Human Resources  
500 S. Grand Central Pkwy, 3rd Floor,  
PO Box 551791  
Las Vegas, NV 89155-1791

<http://www.clarkcountynv.gov>

### INVITES APPLICATIONS FOR THE POSITION OF: COURT INTERPRETER SERVICES SPECIALIST - SPANISH

Department Name: District Court  
Exam Number: 18313

#### SALARY

\$50,835.20 - \$78,769.60 Annually

**OPENING DATE:** 03/13/20

**CLOSING DATE:** 03/27/20 05:01 PM

#### **ABOUT THE POSITION:**

This position performs verbal interpretation in simultaneous and consecutive modes in court proceedings, hearings, interviews, and other court-related events. Position transcribes taped interviews or court material as required.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

This position is non-union and is excluded from membership in the union

#### **MINIMUM REQUIREMENTS**

**Education and Experience:** Equivalent to a Bachelor's Degree in a specific cultural or language area, or a field related to the work. Experience in providing interpretative or translation services is desirable.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

**Working Conditions:** Work occasional extended shifts or be called back in emergency situations.

**Licensing and Certification:** Possession of a valid Nevada Certified Court Interpreter certification is required at the time of employment.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

**Pre-Employment Drug Testing:** Employment is contingent upon the results of a pre-employment drug examination.

#### **EXAMPLES OF DUTIES**

Performs verbal and sight interpretation in simultaneous and consecutive modes court proceedings, hearings, interviews and other court related events. Translates official forms,

documents and other legal documents and correspondence. Provides, arranges and/or develops on-going training for on-call interpreters. Assists with the scheduling of on-call interpreters and calendaring of all requests in the Court interpreters office. Maintains records of interpretation and translation activities using automated tracking systems. Collects, interprets and analyzes data for the computation and submission of statistical reports and records. Acts as Interpretation Services Coordinator in his/her absence. Transcribes taped interviews or court material as required. Uses standard office equipment, including a computer and various data base and other software programs, in the course of the work.

### **PHYSICAL DEMANDS**

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, stamina to maintain attention to detail for extended periods of time and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

*An Equal Opportunity Employer*

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## **COURT INTERPRETER SERVICES SPECIALIST - SPANISH Supplemental Questionnaire**

- \* 1. The following question will be used to assist in determining if candidates meet the minimum qualifications. Which describes your highest level of education?
- High School Diploma or GED
  - Trade School or Technical Degree
  - Some College (1-29 credits)
  - Some College (30-59 credits)
  - Some College (60-124 credits)
  - Associates Degree
  - Bachelor's Degree
  - Master's degree
  - None of the above
- \* 2. **The following skills assessment is a self-assessment used to evaluate an applicant's training and experience.**  
**I understand that:**  
**A) Part-time experience must be prorated and credited as half of the full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)**  
**B) Knowledge and experience levels indicated by my skills assessment responses must be supported by the work experience listed on my application;**  
**C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the eligibility list or rescinding a job offer;**  
**D) Responses to assessment questions that are not supported by the work history listed on the application may result in question scores being adjusted to receive 0 points. The adjusted scores will be used when determining score ranking for interviews;**  
**E) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.**
- I understand this recruitment includes a supplemental skills assessment and that the answers I provide must be consistent with the work history detailed on my application and that scoring appeals will not be allowed for this recruitment.
- \* 3. Preference may be given to candidates with a valid Nevada Certified Court Interpreter Certification in Spanish. Interpreter Certificate - Candidates must provide a copy of verifiable, current and valid Nevada Court interpreter Certificate for preference statement

by the closing date of this announcement. Certificates submitted after the closing of this announcement will not be accepted. Certificates can be attached to your online application or emailed to [Nycole.Elliott@ClarkCountyNV.gov](mailto:Nycole.Elliott@ClarkCountyNV.gov). Please write your name and Exam #18313 on the certificate. For more information on how to obtain Nevada Certified Interpreter Certification please copy and paste the following link in your address bar; [https://nvcourts.gov/AOC/Programs\\_and\\_Services/Court\\_Interpreter/Overview/](https://nvcourts.gov/AOC/Programs_and_Services/Court_Interpreter/Overview/)

I understand preference may be given to candidates with a valid Nevada Certified Court Interpreter Certification in Spanish.

- \* 4. Do you hold a valid Nevada Certified Court Interpreter Certification?  
 Yes  No
- \* 5. If you hold a valid Nevada Certified Court Interpreter's certification, a certificate from another State Court recognized by the national center for State Courts or have a Federal Certified Court Interpreter's credential please indicate the following: Which agency you received the certificate: The State in which you received the certificate: The language(s) certification is in: The level of certification or proficiency: Date of Certification or credential: Identification number of the certification:
- \* 6. List all degrees received that are directly related to the position. When listing a degree or credits earned towards a degree not yet completed, be specific about the field of study, credits earned, and where the degree/credits were received.
- \* 7. List all courses/seminars/training completed that are directly related to the position. When listing courses/seminars/training, be specific about the administering institution.
- \* 8. How many years of experience do you have in interpreting and translating in a legal, court or business setting, while working with individuals from various socio-economic, ethnic and cultural backgrounds?  
 No experience  
 Less than 2 years  
 2 to 4 years  
 4 to 6 years  
 6 to 8 years  
 8 years or more years
- \* 9. How many years of experience do you have in records management and the types of software applications/programs (i.e. MS Word, Excel, Outlook, Odyssey, Crystal Reports or similar programs) you have worked with?  
 No experience  
 Less than 2 years  
 2 to 4 years  
 4 to 6 years  
 6 to 8 years  
 8 years or more years
- \* 10. How many years of experience do you have in simultaneously managing multiple tasks under specific deadlines?  
 No experience  
 Less than 2 years  
 2 to 4 years  
 4 to 6 years  
 6 to 8 years  
 8 years or more years

- \* 11. How many years of experience do you have in transcribing taped interviews or court materials?
  - No experience
  - Less than 2 years
  - 2 to 4 years
  - 4 to 6 years
  - 6 to 8 years
  - 8 years or more years
  
- \* 12. How would you rate your experience in translation of the Spanish language?
  - None
  - Beginner
  - intermediate
  - Advanced
  
- \* 13. Please list the employer where your experience was obtained in Question 12. Type N/A if you have no related experience. See Template Below.
  - Employer Name:
  - Job Title:
  - Hours Worked Per Week:
  - Dates of Employment:
  
- \* 14. Select from the list below any languages you have with which you have court interpreter experience.
  - Spanish
  - Russian
  - French
  - Vietnamese
  - Chinese
  - Korean
  
- \* Required Question